

Chapter 9 Authorizations Maintenance Window



Overview

Use this window to add, duplicate, modify, and delete FASTDATA authorizations. Access to the Authorizations Maintenance window is defined on the FA User Maintenance window; users can have **No Access**, **Update**, or **Display-Only** access. To add, duplicate, modify, and delete authorizations, users must have **Funds Update** access.

Authorizations reflect the planned amount for a particular purpose or the amount of funds allocated to a site for a specific budget requirement. An operating target (OPTAR) can have several authorizations. Authorizations are known as BUD lines in the COMNAVRESFOR Budget System (BUD).

To view details and fund information about a specific authorization, select the desired OPTAR and authorization from the **Authorizations** list box. The authorization amounts that appear in the **Funds** detail window depend on whether the selected authorization is a labor, other, or both labor and other authorization. If the selected authorization's OPTAR is a direct OPTAR where a budget system interface has been specified for the active responsibility center, undistributed authorization amounts will not appear in the Funds detail window.

When creating authorizations, the FA can set fences and ceilings. A ceiling is a restriction the FA places on an authorization to ensure obligations exceeding the funds cannot be incurred against the authorization. A fence is a restriction the FA places on a funding line to ensure the amount of funds authorized cannot be used for any purpose other than that stated in the authorization. If there are no ceilings or fences on the OPTAR's authorizations, the site can obligate the total of OPTAR funds without restriction.

You also can add, duplicate, and delete authorizations from the FA Maintenance window and Site Maintenance window **Authorizations** tabs. Refer to Chapter 5 for a discussion of the authorization options you can perform from the FA Maintenance window. Refer to Chapter 6 for a discussion of the authorization options you can perform from the Site Maintenance window. The steps for adding, duplicating, and deleting authorizations are similar from any of the three windows.

To open the Authorizations Maintenance window, select **Authorizations** from the **Funds** submenu of the **Process** menu or select the **Authorizations** toolbar button.

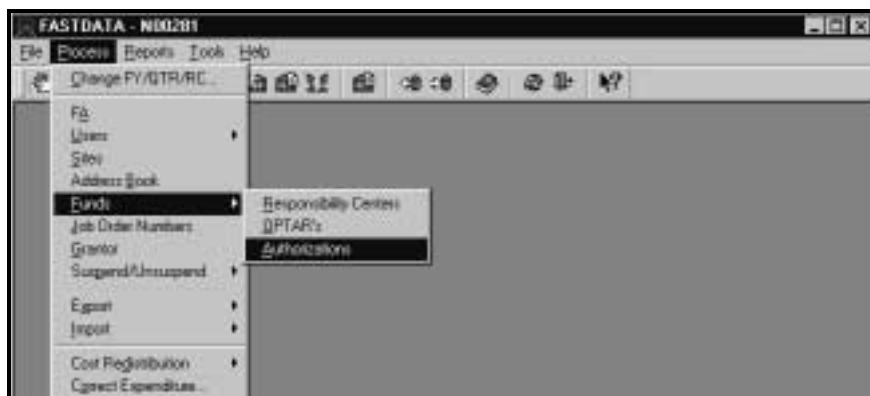


Figure 9.1
Opening the
Authorizations
Maintenance Window

The Authorizations Maintenance window will open.

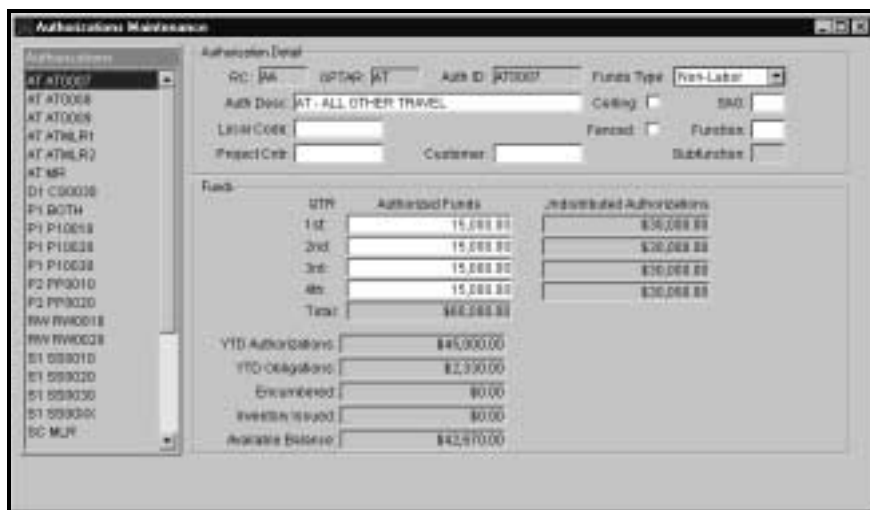


Figure 9.2
Authorizations
Maintenance Window

Restrictions

- Only users with a FA User Maintenance window **Funds Update** access level can add, update, and delete authorization data on the Authorizations Maintenance window.
- A FA User Maintenance window **Funds Display-Only** access level limits users to view-only access to the Authorizations Maintenance window.
- A FA User Maintenance window **Funds** access level of **No Access** prevents a user from accessing the Authorizations Maintenance window.

• **Authorizations Maintenance Window Objects**

Authorizations

Lists the authorizations available for the current FA, active fiscal year, and RC.

Authorization Detail

Displays more detailed information about the selected authorization.

RC

Contains the currently active RC ID.

OPTAR

Contains the two-character OPTAR identifier.

Auth ID

The up to six-character authorization identifier.

Funds Type

Controls and indicates whether the authorization is designated for labor, other, or both labor and other costs. When modifying an authorization, you can change this value only if the selected authorization has not been associated with a JON. If the authorization has been used on a JON, the only change you can make is from **Non-Labor** to **Both**.

Auth Desc

Briefly describes the authorization's purpose. When modifying an authorization, you can change its description.

Ceiling

Controls whether the authorization has a ceiling. When modifying an authorization, you can change the **Ceiling** check box.

SAG

The Subactivity Group code identifies divisions of financial data in accounting for expenses and gross adjusted obligations contained in operating budgets (OBs) and financed by O&M appropriations. When modifying an authorization, you can change the **SAG** code.

Local Code

The five-character, user-established code that identifies document types and groupings for reporting purposes. When modifying an authorization, you can change the **Local Code**.

Fenced

Controls whether the authorization is fenced. When modifying an authorization, you cannot change the **Fenced** check box if a JON attached to the authorization has been exported.

Function

A one-character code designed to collect expense and gross adjusted obligation information required by DOD and/or to fulfill the management requirements of the Navy and Marine Corps. When modifying an authorization, you can change the **Function** code.

Project Cntr

Contains the user-defined, six-character Bureau of Medicine and Surgery (BUMED) Project Center ID.

Customer

Contains the user-defined, six-character Defense Medical Logistics Standard Support (DMLSS) program Customer ID for BUMED users.

Subfunction

A one-character code that further breaks down the Function code. A value of **Z** denotes a reimbursable association. When modifying an authorization, you can change the **Subfunction** code.

Funds

Displays more detailed information about the selected authorization's funds. When modifying an authorization, you can change the authorization amounts. The Undistributed Authorizations amounts display only for authorizations under a direct OPTAR. These amounts do not display when the selected authorization is associated with a reimbursable OPTAR.

QTR	Authorized Funds	Undistributed Authorizations
1st	Funds authorized for the first quarter.	The difference between the RC's first quarter authorized direct funds and the total of that RC's authorizations' first quarter distributed funds, including the selected authorization.
2nd	Funds authorized for the second quarter.	The difference between the RC's second quarter authorized direct funds and the total of that RC's authorizations' second quarter distributed funds, including the selected authorization.
3rd	Funds authorized for the third quarter.	The difference between the RC's third quarter authorized direct funds and the total of that RC's authorizations' third quarter distributed funds, including the selected authorization.
4th	Funds authorized for the fourth quarter.	The difference between the RC's fourth quarter authorized direct funds and the total of that RC's authorizations' fourth quarter distributed funds, including the selected authorization.

Total

The sum of the authorized funds for all four quarters.

YTD Authorizations

The sum of the year-to-date (YTD) authorized funds from the first quarter through the active quarter.

YTD Obligations

The sum of the YTD obligated amounts of all the authorization's JONs.

Encumbered

Identifies the amount that the DMLSS program has spent against the LOG fund for eventual posting against this authorization's JONs.

Inventory Issued

Identifies the total value of cost transfers received for Source of Supply (SOS) codes CAI and LOG imported into the DMLSS FA during the cost transfer process.

Available Balance

The year-to-date authorized amount less the year-to-date obligated amount. For DMLSS users, this value is the YTD Authorizations amount less the Encumbered amount plus the Inventory Issued amount.

R **Authorizations Maintenance Window Options**

- Add a new authorization
- Duplicate an existing authorization
- Modify an authorization
- Delete an authorization

■ **Steps for Adding a New Authorization**

You cannot add a new authorization unless an OPTAR exists.

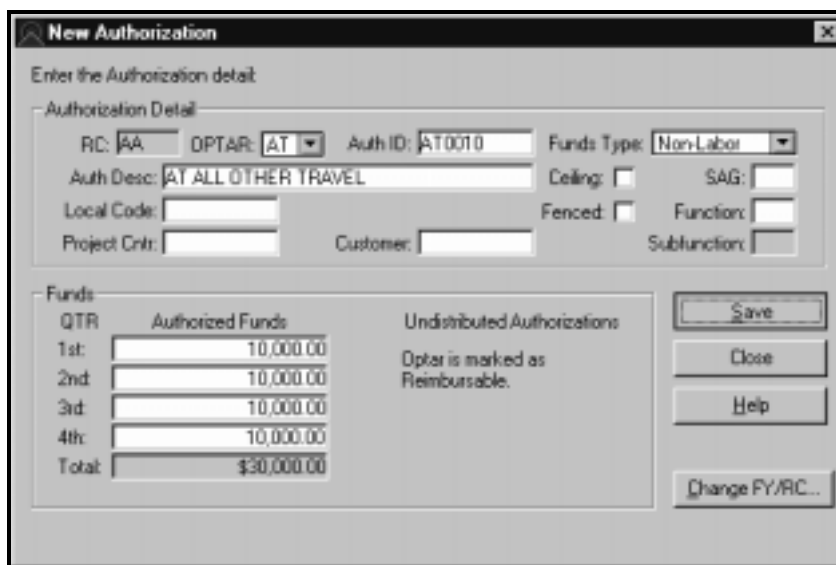
1. With the Authorizations Maintenance window open, select the **File** menu **New** item or select the toolbar **New** button. The New Authorization window will open.

- ☒ The New Authorization window also opens from the FA Maintenance window **Authorizations** tab and the Site Maintenance window **Authorizations** tab when you select the **Add** button.

Figure 9.3
New
Authorization
Window

2. Select the required OPTAR ID from the **OPTAR** drop-down list.

3. Enter the required ID of up to six characters for the new authorization in the **Auth ID** field.
4. Select the desired value from the **Funds Type** drop-down list: **Labor**, **Non-Labor**, or **Both**.
5. Enter the required description of up to 25 characters in the **Auth Desc** field.
6. If you wish to designate the new authorization as having a ceiling, check the **Ceiling** check box.
7. Enter the optional two-character Subactivity Group code in the **SAG** field.
8. Enter the optional five-character **Local Code**.
9. If you wish to designate the new authorization as fenced, check the **Fenced** check box.
10. Enter the optional one-character **Function** code.
11. Enter the optional user-defined, six-character DMLSS Project Center ID in the **Project Cntr** field if you're creating an authorization for BUMED.
12. Enter the optional user-defined, six-character DMLSS customer ID code in the **Customer** field if you're creating an authorization associated with BUMED.
13. If you entered a value for the Function code, you can enter a value in the optional one-character **Subfunction** field.
14. Enter the desired amounts in the **1st QTR Authorized Funds**, **2nd QTR Authorized Funds**, **3rd QTR Authorized Funds**, and **4th QTR Authorized Funds** fields.
15. Select the **Change FY/RC** button if you wish to add the new authorization under a different fiscal year or RC. The Change FY/QTR/RC window will open, allowing you to change the RC or fiscal year under which to add the new authorization.
16. Select the **Save** button to save the new authorization. FASTDATA will inform you the data was successfully saved.



New Authorization

Enter the Authorization detail

Authorization Detail

RC: AA OPTAR: AT Auth ID: AT0010 Funds Type: Non-Labor

Auth Desc: AT ALL OTHER TRAVEL Ceiling: ☐ SAG:

Local Code: Fenced: ☐ Function:

Project Cntr: Customer: Subfunction:

Funds

QTR	Authorized Funds	Undistributed Authorizations
1st	10,000.00	Optar is marked as Reimbursable.
2nd	10,000.00	
3rd	10,000.00	
4th	10,000.00	
Total:	\$30,000.00	

Save Close Help Change FY/RC...

Figure 9.4
Adding a New
Authorization

If you have more authorizations to add, continue entering new authorization information and saving it.

17. When you have entered all desired new authorizations, select the **Close** button to close the New Authorization window.

The screenshot shows the 'Authorizations Maintenance' window. On the left is a list box containing various authorization codes, with 'ATAT9016' selected. The main area displays the details for this selected authorization. It includes fields for 'Auth ID' (AT9016), 'Funds Type' (Non-Label), 'Auth Desc' (AT ALL OTHER TRAVEL), 'Local Code', 'Project Code', 'Customer', 'Funded', 'Funded', and 'Subfunded'. Below these fields is a table showing 'Funds' with columns for 'QTR', 'Authorized Funds', and 'Indebted Authorizations'. The table has rows for 1st, 2nd, 3rd, and 4th quarters, each showing a value of 18,000.00. At the bottom, there are summary fields: 'YTD Authorizations' (\$40,000.00), 'YTD Obligations' (\$0.00), 'Encumbrance' (\$0.00), and 'Available Balance' (\$40,000.00).

Figure 9.5
New
Authorization
Data

The new authorization data will display on the Authorizations Maintenance window.

■ **Steps for Duplicating an Existing Authorization**

Duplicating an authorization lets you add a new authorization that will contain much of the same information as an existing authorization.

1. Select the authorization you wish to duplicate from the **Authorizations** list box.
2. Select the **File** menu **Duplicate** item or select the toolbar **Duplicate** button. The New Authorization window will open, displaying the existing authorization information with an empty **Auth ID** field.

☒ To duplicate an existing authorization from the FA Maintenance window, select the desired FA ID from the **FA ID's** list box, select the **Authorizations** tab, select the authorization you wish to duplicate, and then select the **Duplicate** button. Refer to Chapter 5.

☒ To duplicate an existing authorization from the Site Maintenance window, select the desired Site ID from the **Site ID's** list box, select the **Authorizations** tab, select the authorization you wish to duplicate, then select the **Duplicate** button. Refer to Chapter 6.

3. Enter the **Auth ID** and modify any other desired information.
4. Select the **Save** button.
5. Select the **Close** button to close the New Authorization window.

■ Steps for Modifying an Authorization

1. On the Authorizations Maintenance window **Authorizations** list box, select the authorization you wish to modify.

The screenshot shows the 'Authorizations Maintenance' window. On the left is a list of authorization codes, with 'AT0007' selected. The main area contains a form for 'Authorization Detail' with fields for 'Auth ID' (AT0007), 'Funds Type' (Site Labor), 'Auth Desc' (ALL OTHER TRAVEL), 'Local Code', 'Project Cntr', 'Customer', 'Ceiling' (checked), 'Fenced' (checked), 'Function', and 'Subfunction'. At the bottom is a table of funds.

Funds	QTR	Authorized Funds	Indefinite Authorizations
1st		15,000.00	\$30,000.00
2nd		15,000.00	\$30,000.00
3rd		15,000.00	\$30,000.00
4th		15,000.00	\$30,000.00
Total		\$60,000.00	
YTD Authorized:		\$60,000.00	
YTD Obligated:		\$2,338.88	
Encumbered:		\$0.00	
Invested:		\$0.00	
Available Balance:		\$57,661.12	

Figure 9.6
Modifying an
Authorization

2. You can modify the **Auth Desc** field.
3. You can modify the **Funds Type** if the authorization has not been associated with a JON and exported to a site.
4. You can modify the **Ceiling** check box.
5. You can modify the **SAG** field.
6. You can modify the **Local Code**.
7. You can modify the **Fenced** check box if the JON attached to the authorization has not been exported.
8. You can modify the **Function** field, along with the **Subfunction** field, if there is a function entry.
9. You can modify the **Project Cntr** and associated **Customer**.
10. You can modify the desired quarterly authorized funds.
11. Select **Save** from the **File** menu or select the **Save** button on the toolbar. The revised data is displayed on the Authorizations Maintenance window.

■ Steps for Deleting an Authorization

You cannot delete authorizations that have been exported or that have JONs.

1. Select the authorization you wish to delete from the **Authorizations** list box.
2. Select the **File** menu **Delete** item or select the toolbar **Delete** button. FASTDATA will ask you to confirm the deletion.

☒ To delete an authorization from the FA Maintenance window, select the desired FA ID from the **FA ID's** list box, select the **Authorizations** tab, select the authorization you wish to delete, then select the **Delete** button. Refer to Chapter 5.

☒ To delete an authorization from the Site Maintenance window, select the desired Site ID from the **Site ID's** list box, select the **Authorizations** tab, select the authorization you wish to delete, then select the **Delete** button. Refer to Chapter 6.

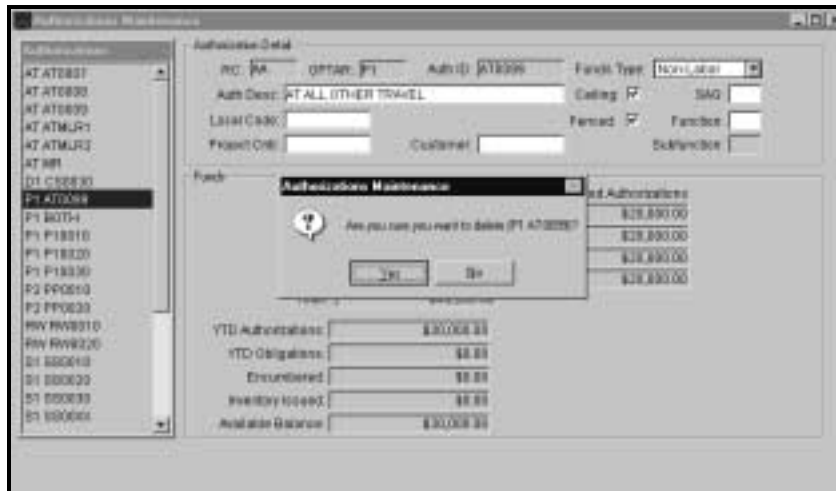


Figure 9.7
Deleting an
Authorization

3. Select the **Yes** button to confirm the authorization deletion. The selected authorization is deleted from the database.